

**DEPARTMENT OF JUSTICE
CIVIL LAW DIVISION
EXECUTIVE UNIT**

JOB TITLE: Office Technician (Typing)

STATEMENT OF DUTIES: Under the supervision of the Supervisor I and/or Supervisor II of the Civil Law Division, the Office Technician (Typing) will provide difficult clerical support to members of the executive staff in the Division.

SUPERVISION RECEIVED: Under the general supervision of the Supervisor I and/or Supervisor II.

TYPICAL PHYSICAL DEMANDS: Incumbent may be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to 25 pounds.

TYPICAL WORKING CONDITIONS: Interior work space in a smoke-free environment.

EXAMPLE OF DUTIES

ESSENTIAL FUNCTIONS:

- 25% Provides difficult clerical support to the Personnel & Admin Team, Contract Management Team, and Fiscal Management Team within the Civil Division's Executive Unit. Types correspondence in Microsoft Word; organizes and maintains Executive Unit administrative files; copies and distributes materials division-wide as appropriate; initiates and responds to telephone calls on behalf of Civil Division's Executive Unit. Produces basic spreadsheets in Microsoft Excel from source documents.
- 25% Conducts monthly audit of Civil Division's air transportation, rental car usage and Department of General Services invoices. Act as forms coordinator. Sends out missing time reports to Division Senior Assistant Attorneys General on a weekly basis. Reviews Division's employee exit checklist to ensure all items are completed.
- 20% Assists with monitoring Civil Invoices Inbox. Logs and distributes invoices to appropriate contract analyst for timely processing and handling. Responds to questions from invoice inbox and/or forwards questions to analysts or supervisor as appropriate.

- 15% Surveys out Civil Division equipment on a quarterly basis, including preparing the survey forms accurately, obtaining all necessary signatures, and submitting documents for processing. Collaborates with DOJ Property to ensure compliance with State rules and policies. Contacts charities or vendors and schedules equipment pick up.
- 10% Provides back-up assistance to Executive Assistant/Administrative Assistant providing executive support to the Chief Assistant Attorney General (CAAG); processing and maintaining log of all documents arriving for and processed by the CAAG; may provide assistance to other Executive staff as needed.
- 5% Provides back-up assistance to other staff within the Civil Law Division Executive Unit in times of absence and on an as-needed operational basis. Performs other duties as necessary.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Printed Name/Signature

Date

Supervisor's Printed Name/Signature

Date